



DEPARTMENT OF THE ARMY
HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY
HUMPHREYS ENGINEER CENTER
7701 TELEGRAPH ROAD
ALEXANDRIA, VA 22315-3660

REPLY TO
ATTENTION OF:

CEHEC-CP (690-300)

3 August 1998

MEMORANDUM FOR ALL Headquarters, HECSA, WRSC, & CPW Employees

SUBJECT: Application for Voluntary Early Retirement Authority (VERA) and/or Voluntary Separation Incentive Pay (VSIP)

1. A decision has been made to offer Voluntary Separation Incentive Pay (VSIP) for HQ,USACE, HECSA, CPW and WRSC. Voluntary Early Retirement Authority (VERA) is also being requested. This authority will help reduce and possibly eliminate the adverse impact upon employees as the Headquarters workforce is downsized due to funding reductions.
2. Attached is an application for you to complete and return directly to the Civilian Personnel Advisory Center, Room 4 119, if you will retire or resign with the incentive pay. The open period for receipt of the applications is 3 August 1998 through 14 August 1998. All employees with approved separation incentives must be retired or resigned no later than 30 September 1998. Exceptions to this date can be approved on a case by case basis within mission requirements. It is possible that not all applications will be approved. Remember, the only reason we can offer incentives is to prevent the involuntary separation of an employee and gain a two year savings in funding.
3. Any employee can resign but to be eligible for retirement, one of the following must be met:
 - a. For Optional Retirement (no annuity reduction).
 - (1) At least age 55 with at least 30 years of service
 - (2) At least age 60 with at least 20 years of service
 - (3) At least age 62 with at least 5 years of service
 - b. For Early Retirement (with a reduced annuity if under 55 and retiring under the Civil Service Retirement System).
 - (1) At least age 50 with at least 20 years of service
 - (2) Any age with at least 25 years of service

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4. The separation incentive will be paid in a lump sum after separation (less FICA/Medicare taxes, Federal income tax withholding and applicable state and local taxes) and will be the lesser of \$25,000 or an amount equal to the amount that you would receive under the formula for severance pay.

5. Any employee who voluntarily resigns or retires with the incentive pay must pay the gross amount back if they accept employment with the Federal Government within five years of separation. A Merit Systems Protection Board decision stated that an employee could withdraw their application for incentive pay prior to the effective date of the separation unless the agency could demonstrate a valid reason for denying the withdrawal request. Some valid reasons for denying withdrawal would be if the employee's position was being abolished or if the position had been offered to an employee whose own position was being abolished.

6. Every effort will be made to notify employees of the approval/disapproval of their application by 4 September 1998.

7. For information on VERA/VSIP, including computation of the incentive pay, retirement information, including computation of annuities, send E Mail to CEHEC-CP. Please include name, telephone number, organization and briefly describe information needed. A Civilian Personnel Advisory Center (CPAC) Specialist will contact you to provide requested information.

FOR THE DIRECTOR:


SHELIA REID DENT, Chief
Civilian Personnel Advisory Center